

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KANSAS
MONDAY, NOVEMBER 3, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, November 3, 2014 at 7:00 p.m. with Mayor Marcey Gregory presiding. Mayor Gregory provided the invocation. Council members present were Larry Zimmerman, Clayton Applegate, Chris Hahn, and Jamey Blubaugh. Councilmember Torske was absent.

Also present were: Brian Silcott, City Administrator; Kyler Ludwig, Assistant City Administrator; Teri Laymon, City Clerk; Justin Givens, Community Development Director; Sam Houston, Police Chief; Tylor Struckman, Public Works Operations Manager; Matt Lawn, City Treasurer; and Harlan Foraker, City Engineer.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Zimmerman* moved to approve the agenda.
Councilmember *Applegate* seconded the motion. The motion carried unanimously.

CITIZENS' COMMENTS

Matthew Davis, 14001 West Onewood, Wichita, Kansas, stated that he is a Life Scout with Troop 776 in Goddard, Kansas. Davis said he was at a previous City Council Meeting where there was discussion of improvements needed at the Community Center. Davis asked the City Council for authorization to draft a report outlining certain repairs that the troop would like to complete.

CONSENT AGENDA

The City Clerk submitted for approval, the minutes of the regular meeting dated October 20, 2014, and three lists of accounts payable totaling \$66,514.94.

MOTION: Councilmember *Blubaugh* moved to approve the consent agenda as presented. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

CLEAN SWEEP

Justin Givens, Community Development Director stated that the City began a campaign of public awareness in September for education and enforcement for specific parts of the municipal code. Givens said the Clean Sweep Initiative for the month of October focused on Recreational Vehicle storage and Campaign Signs. During the last month, staff made 12 contacts related to the storage of Recreational Vehicles on private property. As October was unusually warm, staff has observed RV's (mostly fishing boats) being stored more frequently on site than they have in the past. Staff also has had direct contact with two candidates on the placement of signs in the right of way and other requirements. One sign permit was issued for a campaign sign larger than the allowed 6 square feet. Once reported, most of the illegally placed signs were moved to appropriate locations.

Givens announced that in November, staff would begin to inform citizens of their duty to remove snow and ice from sidewalks as well as promote the city's winter weather plan and emergency snow route. Section 13-5 of the Goddard Municipal Code provides that property owners or occupants be required to remove snow and ice within 12 hours after the end of a winter weather event. It also allows for a fine of \$25.00 if not completed and allows the city to assess the property owner if they city is required to remove the snow or ice. The entirety of Section 13-501 follows this report.

SENIOR HOUSING PROPOSAL

Justin Givens stated that in November of 2013, the Governing Body adopted a resolution of support for a senior housing project adjacent to the current garden homes that Medicalodge operates. Givens said that proposal was not funded and now the previous applicants are creating another application for submittal to the state for tax credits to assist in the building of additional senior housing in Goddard. Based on feedback from the last round of applications it was clear that local support for projects would be needed and just not in the form of a resolution of support.

Givens said in addition to the Resolution of support the applicant has asked the city to consider waiving sewer and water tap fees, waiving building permit and inspection fees, and any additional support the city is willing to provide to the applicant. By waiving the water and sewer tap fees, the city would be forgoing \$50,000.00 in fees and an additional \$6,000 in our portion of building permit fees. Sedgwick County does not waive fees even on Sedgwick County projects.

Givens estimated that the project could generate approximately \$8,400 a year in property tax revenue for the city and an additional \$6,000 a year in sewer debt service fees as well as additional sewer and water revenue. Based on the above revenue estimates the city would recapture its initial lost revenue not to mention the additional sales tax revenue that would be generated from the residents as well as increasing population and rooftops with minimal public services expended.

Bill Canton with Excel Development Group reviewed the tax credit application process and explained that the State uses a point system to help determine which project would be funded. Canton said that having local support and financial assistance from the City would draw more points in the application process.

Jennifer McCabe reviewed the proposed housing details.

Councilmember Hahn said he would like to see a comparison of this proposal to incentives the City has given other businesses. Hahn said he would like to be sure this is consistent with what the City has done in the past.

Councilmember Blubaugh stated he would like more information on how the point system works. Blubaugh expressed that he would like some sort of incentives for everyone.

MOTION: Councilmember *Hahn* moved to table the Senior Housing Proposal for more information. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

SITE PLAN REVIEW 625 E. MARTENS

Justin Givens presented a site plan review for 625 E. Martens, Goddard, Kansas. Givens said the Planning Commission approved the project and recommended it for approval to the Governing Body. Givens said the building would be a private single story 2,400 square foot slab building built for a resident's daughter to practice softball. Because the building is being built in a commercial area, it is to be built to commercial standards.

Givens explained that there is no stormwater drainage for this property. The property is located in an area that when platted was not required to account for stormwater management. Based on this the installation of detention or retention ponds on the property are overly burdensome. Staff along with the City Engineer will be looking at creating a regional stormwater management plan for this area. The owners or developers of property in the area that will be defined will be required to participate in a benefit district and as such will be required to agree to waive their right to protest said benefit district and pay for the improvement via the special assessment process.

Givens said there will be no bathroom, but will be roughed in for future use. The building design will include replicated stucco siding as well as steel panel siding. The color scheme is earth tones and should blend with existing and future buildings in the area.

Givens said the facility has eight parking stalls to accommodate future uses. A landscaping plan has been submitted and has been approved by the Planning Commission. A lighting plan will be required to be submitted.

Givens said he anticipates the project will generate approximately \$1,800 in city taxes per year.

MOTION: Councilmember *Applegate* moved approve the site plan for 625 Martins as submitted. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

CITY CODE REVIEW – VENDORS LICENSE

Teri Laymon, City Clerk stated the purpose of the Article is to ensure safety to our residents by requiring merchants to obtain a license from the City Clerk. Laymon stated at the March 17, 2014 City Council Meeting staff reviewed Article 2 of the City Code that relates to Solicitors, Canvassers and Peddlers. Laymon reviewed a list of items that were considered as possible changes to the existing code.

Thereupon an Ordinance was submitted entitled:

AN ORDINANCE AMENDING SECTIONS 5-203, 5-204, 5-205, 5-206 AND 5-210 AND REPEALING THE OLD SECTIONS

MOTION: Councilmember *Zimmerman* moved to waive the reading of the ordinance. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

MOTION: Councilmember *Hahn* moved to adopt said ordinance. Councilmember *Blubaugh* seconded the motion.

Roll Call Vote: Zimmerman-Yes, Applegate-Yes, Hahn – Yes, Blubaugh-Yes

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance 764. The Ordinance was directed to be published one time in the official newspaper.

ENVIRONMENTAL CODE REVIEW

Givens explained that the purpose of the Environmental Code is to protect, preserve, upgrade and regulate the environmental quality of industrial, commercial and residential neighborhoods in the city, by outlawing conditions which are injurious to the health, safety, welfare or aesthetic characteristics of the neighborhoods and to provide for the administration and enforcement.

Givens stated the section focuses on exterior yard and structure conditions that are deemed to be in violation of the code. The enforcement and notice is similar to all other municipal code violations where property owners have the opportunity to appear before the governing body to plead their case if a violation is cited. It also provides for an abatement process by the City if a violation is not corrected within a specified time.

Givens said the code is based on a League of Kansas Municipalities template. In 2004, the code was updated to reflect the time a property owner has to appeal a violation from 15 days (current Goddard code) to 10 days. The balance of the code remains unchanged.

FISCAL POLICY

Brian Silcott stated over the past decade the City of Goddard has adopted several policies and has undertaken several practices to conform to ICMA (International City/County Management Association) and GFOA (Government Finance Officer Association) best practices and Kansas State Statutes. There are more than 35 best practices related to fiscal policy. The intent of best practices is to link the budget to organizational goals and performance; the budget process; and specifics for the operating budget document.

Silcott said the document assembles into one reference document all of the policies and practices of the City as it relates to budget and finance. The document itself does not supersede any adopted policy (such as the purchase policy adopted in 2003 or the purchase card policy in 2009). The goal is to present broad goals and statements on financial position as elected officials and staff seek to provide full value for each tax dollar by delivering quality services efficiently and cost-effectively. Preservation of the quality life and the maintenance of our financial resources to sustain a sufficient level of service is essential.

Silcott reviewed the details of the policy, which addresses budget policy, cash and investment policy, capital asset policy, debt management policy, expenditure policy, revenue policy, operating position policy, and requires an annual review.

POSITION DESCRIPTION AND PAY RAISE PLAN

Kyler Ludwig stated that the City has not formally adopted position descriptions or pay ranges for employees. Position descriptions help to define the responsibilities of each employee and give them a clear direction as to what projects and tasks they should prioritize. Pay ranges set competitive limits on employee salary based on industry practice, employee responsibilities, and

local economics. Having position descriptions and pay ranges helps professionalize the City's hiring process.

Kyler Ludwig presented position descriptions created by staff based on other cities descriptions, current employee responsibilities, and the descriptions that were used in job advertisements at the time of hire.

Ludwig stated the proposed pay ranges were based on an analysis of first tier suburbs pay scales. The set ranges are based on averages and current pay of employees. All employees currently fall within the set pay ranges.

Ludwig said the adoption of position descriptions would not affect current employee pay, but there will be a small impact on starting pay for new positions if the range is adopted.

Ludwig recommended the City Council approve the proposed position descriptions and pay ranges.

Councilmember Blubaugh commented on the pay of the City Clerk and the Assistant City Clerk. Blubaugh also stated he thought the Police Clerk's pay scale is a little high compared to the police officer's pay scale. Councilmember Zimmerman stated that he would like to see comparisons of benefits as well.

WATER CONSERVATION PLAN

Kyler Ludwig stated the City is committed to creating a conservation plan as part of the revolving loan program that paid for our water infrastructure projects. A conservation plan helps to clarify how the City will manage water emergencies, and describes the current practices that the City is using to conserve.

Ludwig said the Kansas Water Office provides an example of a water conservation plan to fulfill the revolving loans requirements. The template was used in the proposed conservation plan. The conservation plan template was modified to match the City's current code and ordinances regarding water use.

MOTION: Councilmember *Blubaugh* moved to approve the water conservation plan as presented. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

CITY ADMINISTRATORS REPORT

Brian Silcott reviewed the following City Administrator's Report dated November 3, 2014:

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of November 3rd
Date: November 3, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

STAR Bond: There is nothing new to report on the project. We hope to have a site plan finalized within the next couple of weeks.

183rd & Kellogg (North) Intersection: I continue to hold out hope to have this intersection milled down during the 2014 calendar year. It has been surprisingly difficult to locate a contractor who can schedule the work this fall.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening. This item will be presented for review and comment at the November 17th regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: Earlier this year the Community Strategic Plan was completed. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: Please identify dates on your calendar for a workshop(s) to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: Staff will present a draft ordinance for review and comment at the November 17th meeting. We hope to consider the ordinance with any changes at the December 1st regular meeting. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11th regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8th regular meeting with the City Council considering the item in a March regular meeting.

Master Fee Schedule: The City Council reviewed the list of fees and directed staff to construct a comprehensive document detailing a comprehensive listing of all administrative fees. This document will be presented for review and comment at the November 17th regular meeting with adoption occurring at the December 1st regular meeting.

Traffic Impact Study: This document should be distributed this week. The delay is due in large part to the specifics required under the scope of work within the RFQ. City Staff, including the City Engineer are working toward the goal of securing state and/or federal funding for the study and/or project. The scope of services must adhere to a detailed set of parameters, which

have been identified by KDOT and incorporated into the scope of work with the assistance and direction of the City Engineer.

Cleaning RFP: The RFP has been distributed to 20 potential contractors. The deadline submission is November 21st with a December 1st bid award. At least 3 firms have already visited with the Assistant City Administrator for their bid submittals.

Main Street Traffic Study & Golf Carts: The Director of Community Development completed the traffic count on Friday (10/31) and is currently processing the trip and speed data sets. A report of the findings will be distributed to the Governing Body at the November 17th meeting. Staff will present a review of options for the use of golf carts on roadways at the same meeting.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator this week. Mayor Gregory would like to visit with potential board members before making a formal recommendation to the City Council for approval.

Accessibility Signage: The signage should be in place the week of the 10th through the 14th. A press release will be distributed on Friday of this week. Please watch Facebook & Twitter!

Christmas & Holiday Lights: Staff is already working to ensure the functionality of the lights. Staff will begin placing the lights on November 12th as they remove the flags from Veteran's Day observance.

Upcoming Events

Library Board Regular Meeting, November 10th at 7pm in the Library.

City Offices are closed November 11th in observance of Veteran's Day.

Community Thanksgiving Lunch, November 13th from 11:15-12:45.

Planning Commission Regular Meeting, November 13th at 7pm at City Hall.

Municipal Court Trail Docket, November 17th at 1pm at City Hall.

Regular City Council Meeting, November 17th at 7pm at City Hall.

Municipal Court Arraignment Docket, November 25th at 7pm at City Hall.

Regular City Council Meeting, December 1st at 7pm at City Hall.

Holiday Celebration & Tree Lighting is December 6th, more information to follow.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator

GOVERNING BODY COMMENTS

Councilmember Blubaugh said that he enjoyed the City Council retreat on Saturday.

Councilmember Hahn said that he also enjoyed the City Council retreat.

Mayor Gregory announced that the City is hosting a Sedgwick County Association of Cities Meeting on Saturday November 8. Gregory said breakfast is served at 8:30 a.m. and the meeting starts at 9:00 a.m.

Roy Jones, from the audience, stated that his 60th wedding anniversary celebration will be Saturday afternoon at the Community Center from 2 to 4 p.m. and invited everyone to come.

EXECUTIVE SESSION

MOTION: Councilmember *Blubaugh* moved to recess into executive session after a five-minute break to include the City Administrator and the Community Development Director to discuss the acquisition of real estate. The open meeting will reconvene in the City Council Chamber at 9:40 p.m. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

The City Council recessed into Executive Session at 9:25 p.m. and reconvened at 9:40 p.m. Mayor Gregory announced that no binding action was taken in executive session.

ADJOURNMENT

MOTION: Councilmember *Blubaugh* moved to adjourn the regular meeting. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 9:43 p.m.
Teri Laymon, City Clerk*